

**RESTRICTED**  
**Security Information**

**OFFICE OF TRAINING**

**NOTICE**  
**NO. 8-53**

**17 March 1953**

**SUBJECT: Unused 1952 Annual Leave**

25X1A

1. Reference is made to CIA Notice [REDACTED] which outlines the legislative restrictions placed on the accumulation of annual leave. Specifically, this notice and the legislation to which it pertains, states that all annual leave earned during calendar year 1952 must be used before the close of business on 30 June 1953.

2. In view of this restriction, supervisors should make every effort to enable their personnel to use such annual leave that might otherwise be forfeited before 30 June 1953.

[REDACTED]  
" **MATTHEW BAIRD**  
**Director of Training**

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**Distributions: All OTR Personnel**

This document is part of an integrated file. If separated from the file it must be subjected to individual review.

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